

# WebFile: File Your Texas Sales Tax Return Online

Recommended For 30 or Less Outlets/Authorities

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## File Early, Pay Later with WebFile!

*You can save time and money by using the Comptroller's WebFile system to file your sales tax return.*

### WEBFILE ADVANTAGES

You can save time and money by using the Comptroller's WebFile system to file your sales tax return. The savings are greater if you file for approximately 30 or fewer outlets and/or authorities. Taxpayers and tax professionals throughout the country are benefiting from this system. The benefits of participating in this system include:

- ✓ File returns early in the month and set payment draft date for the due date
- ✓ Ability to file current and past-due returns
- ✓ Amend returns
- ✓ Easy to use
- ✓ Reduced paperwork
- ✓ Automatic calculation of tax due (including penalty and interest)
- ✓ Elimination of postage costs
- ✓ Online help screens
- ✓ Payment and return sent in one simple transaction
- ✓ Make a payment without filing a return
- ✓ Safe and secure
- ✓ No software to buy or download
- ✓ No pre-registration required
- ✓ File returns 24 hours a day, 7 days a week

### CONFIRMATION OF RETURN FILED

WebFilers receive a "Confirmation Page" with a reference number and a summary of the information on that return. This confirmation page should be printed for your records. This reference number acknowledges receipt of the electronically filed return.

### SECURITY

The first time you use WebFile you will be asked for information to establish that you are the taxpayer or are authorized to file returns for this account.

### PERSONAL IDENTIFICATION NUMBER (PIN)

When security is established, you will create a Personal Identification Number (PIN) to be used for future filings. After your PIN is registered, it is up to you to protect it. You can go into WebFile and change the PIN at any time, without filing a return.

### DUE DATES AND PAYMENTS

WebFile returns must be filed by 11:59 p.m. (CT) on the due date. Returns received after this time will be considered late and appropriate penalties will be

assessed. If filing a tax due return, you will need your banking information (bank routing number and account number) for the Web Electronic Funds Transfer (WebEFT) or your American Express, Discover Card, or MasterCard. If you use WebEFT or TEXNET, you can file your return early and set the date for the payment to come out of your account on the due date. Using an American Express, Discover Card or MasterCard to make your payment will incur a non-refundable convenience fee.

WebFile meets the mandatory requirement for submitting a return electronically. If you are required by law to make your payment via EFT, you must comply with TEXNET rules and complete your transaction by 6 p.m. (CT) on the last bank business day before the due date.



For more information, visit our Web site [www.window.state.tx.us](http://www.window.state.tx.us). Receive tax help via e-mail at [tax.help@cpa.state.tx.us](mailto:tax.help@cpa.state.tx.us).

## WebFile



### Resources

See *Electronic Reporting on our Web site:*

[www.window.state.tx.us](http://www.window.state.tx.us)

*Sales Tax EDI Electronic Reporting Quick Reference Guide*  
Publication #96-866

*Oil and Gas Electronic Reporting Quick Reference Guide*  
Publication #96-998

*International Fuel Tax Agreement Quick Reference Guide*  
Publication #96-953

*Motor Fuels Electronic Tax Filing Quick Reference Guide*  
Publication #96-749

*Electronic Funds Transfer*  
Publication #96-275 and Form #00-107

### SYSTEM REQUIREMENTS

WebFile requires at least Internet Explorer 4.0, Netscape 3.0 or AOL 5.0 versions. Taxpayers and tax professionals interested in using WebFile will need Internet access and their Comptroller-supplied, pre-printed tax return to begin.

### WEBFILE DEMO

You can view a demonstration of WebFile by going to our Web site and clicking on the WebFile Demo link.

### OVERVIEW OF WEBFILE PROCESS FOR TAX DUE REPORT

After you have entered the required security information, you will receive a customized report based upon your sales tax account profile. You will be prompted to enter the tax data for the report you are filing. You will receive a Confirmation Page to print for your records.

For TEXNET users paying via ACH debit, there is a link on the **confirmation page** to submit your payment. For ACH credit, you can continue using banking institution software for processing payments.

### CONFIDENTIALITY

The Comptroller's WebFile System has built-in protections to safeguard the confidentiality of taxpayer information.

### CONTACT US

By mail:

**Texas Comptroller of Public Accounts**  
**Attn: Electronic Reporting Section**  
**111 E. 17th St.**  
**Austin, Texas 78774-0100**

By e-mail:

[WebFileHelp@cpa.state.tx.us](mailto:WebFileHelp@cpa.state.tx.us)

By phone:

**(800) 531-5441, ext. 3-3630**

## We're Here To Help! Call Toll-Free!

If you have questions or need information on a specific tax, please call our toll-free numbers:

#### (800) 252-5555

911 Emergency Service/Equalization Surcharge  
Automotive Oil Fee  
Battery Fee  
Boat and Boat Motor Sales Tax  
Customs Broker  
Fireworks Tax  
Mixed Beverage Tax  
Off-Road, Heavy-Duty Diesel Equipment Surcharge  
Oyster Fee  
Sales and Use Taxes  
Telecommunications Infrastructure Fund

#### (800) 531-5441

Cement Tax  
Inheritance Tax  
Local Revenue  
Miscellaneous Gross Receipts Taxes  
Oil Well Servicing Tax  
Sulphur Tax

#### (800) 531-5441, ext. 3-3630

WebFile Help

#### (800) 252-1381

Bank Franchise  
Franchise Tax

#### (800) 252-7875

Spanish

#### (800) 531-1441

Fax on Demand (Most frequently requested Sales and Franchise tax forms)

#### (800) 252-1382

Clean Vehicle Incentive Program  
Manufactured Housing Tax  
Motor Vehicle Sales Surcharge,  
Rental and Seller Financed Sales Tax  
Motor Vehicle Registration Surcharge

#### (800) 252-1383

Fuels Tax  
IFTA  
LG Decals  
Petroleum Products Delivery Fee  
School Fund Benefit Fee

#### (800) 252-1384

Coastal Protection  
Crude Oil Production Tax  
Natural Gas Production Tax

#### (800) 252-1387

Insurance Tax

#### (800) 252-1385

Coin Operated Machine Tax  
Hotel Occupancy Tax

#### (800) 252-1386

Certificates of Account Status/Good Standing  
Officer and Director Information

#### (800) 862-2260

Cigarette and Tobacco

#### (888) 4-FILING or (888) 434-5464

TELEFILE: To File by Phone

#### (800) 252-1389

GETPUB: To Order Forms and Publications

#### (800) 654-FIND or (800) 654-3463

Treasury Find

#### (800) 321-2274

Unclaimed Property Claimants  
Unclaimed Property Holders  
Unclaimed Property Name Searches  
(512) 463-3120 in Austin

#### (877) 44RATE4 or (877) 447-2834

Interest Rate

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Austin, Texas 78711-1440

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